



**NASA** Shared Services Center

## **Employee Information Kit**



**Ribbon Cutting Ceremony  
Building 1111  
August 28, 2008**

## Ceremony Information

The Ribbon Cutting Ceremony will be held on Thursday, August 28, 2008 at 1 p.m. in the west parking lot of Building 1111. The festivities will take place in an air conditioned tent, so the weather will not be a factor. Many special guests will be in attendance including the Governor of Mississippi, Haley Barbour. Speakers will conclude around 2:00 p.m. and a CSC sponsored reception will begin at that time in Building 1111.

The reception will include light refreshments and is open to all NSSC employees. It will take place in the lobbies on all three floors of Building 1111. Employees are encouraged to attend the reception on either the second or third floor of the building to avoid over crowding on the first floor. The reception is the final event of the day and is expected to conclude around 3:15p.m.

## Parking

Parking in west lot will be restricted beginning Monday, August 25th COB. At that point, a portion of the west lot will be blocked off so that event preparations can begin. Please make use of other parking lots around the building until the event tent is removed on August 29th.

## Attendance

While event attendance is not mandatory, all NSSC employees are encouraged to attend the ceremony and reception. The events are invitation only, so guests are not permitted. Festivities will begin promptly at 1:00pm, so please plan to be in your seats a little early to avoid delays. Aside from the scheduled events, the work day will proceed as normal and all employees should adhere to their normal work schedules.

## Attire

This will be a very special day at the NSSC. We are expecting 200 to 300 special guests in and around our facilities for this memorable occasion. The list includes many individuals who have been very supportive of the work we do here at our center and as an Agency. We are all proud to show our guests not only our new building but our professional dedicated staff. Dress for the event is business attire. We encourage everyone to dress appropriately for the occasion. **Please, no jeans, capris, t-shirts, or tennis shoes on this day.** Questions regarding appropriate attire for this event should be directed to your immediate supervisor.

## Media Inquiries

A number of the guests invited to the event are members of the press. If you receive a request for information by a member of the media, please direct that request to:

**Frank Prochaska**  
Director, Customer Satisfaction and Communication  
228-813-6044 (w), 228-806-6933 (c)

**Koby South**  
Public Affairs Specialist  
228-813-6011 (w), 505-290-7142 (c)